



**AMERICAN CONSULATE, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 10-007**

The U.S. Consulate in Hyderabad is seeking an individual for the position of Human Resources Assistant in the Human Resources Office (HRO).

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-305-8  
HYA-540001

**OPENING DATE:** May 20, 2010

**CLOSING DATE:** May 28, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-6  
Ordinarily Resident: Grade: FSN-8\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Serve as the senior local employee in the Human Resources Office under the direct supervision of the American Management Officer at the Consulate.
- Lead all aspects of recruitment and hiring for US Consulate Hyderabad.
- Hire and supervise one HR Clerk who will be responsible for all aspects of the HR program for Locally Engaged Staff (LES).
- Manage offer process, staffing and promotion of local employees.
- Conduct induction/orientation program for LES as well as American employees.
- Conduct exit interview and other formalities for departing employees.
- Offer advice and counseling to American officers and act as the focal point of contact for the Consulate.
- Maintain staffing pattern and WebPASS (database) for both LES and American Officers.
- Conduct a formal check-in and check-out for the American Officers.
- Perform all local HR related functions such as travel messages etc., for all American Officers.
- Supervise the HR Clerk(s).
- Perform other duties as assigned.

## **QUALIFICATIONS REQUIRED**

1. Completion of college degree and professional HR qualification is required.
2. Minimum four years of related or equivalent experience in responsible position.
3. Level IV (fluency) in English and Hindi or Telugu.
4. Knowledge of general office operations and the unique procedural requirements pertaining to functions performed in the Embassy or Consulate HR Office.
5. Must have sound judgment and exercise discretion on all aspects over all the HR functions given the sensitive nature of work.

6. The ability to use personal computer databases and packages, software packages such as MS-Word, EXCEL, ACCESS, Power Point, e-mail, and CD-ROM applications.

### **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

1. **Application for Employment**, Form HR-01 available on website [http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

### **SUBMIT APPLICATION TO**

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301  
or  
E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert "**HYD-10-007**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **May 28, 2010**.

Cleared by: MGT - CForeman  
Approved by: HRO - CManley

**AN EQUAL OPPORTUNITY EMPLOYER**